

 <p><b>DEPARTMENT OF FORESTRY AND FIRE MANAGEMENT</b></p> <p><b>STANDARD OPERATIONAL GUIDELINE</b></p>	<p><b>SECTION: 800</b></p> <p><b>TRAINING / QUALIFICATIONS</b></p>		<p><b>APPROVAL PARTY:</b></p> <p><i>David Henry</i></p> <p><b>STATE FORESTER</b></p>	
	<p><b>SOG: 804</b></p> <p><b>MINIMUM EXPERIENCE REQUIREMENTS FOR RED CARD CERTIFICATION</b></p>		<p><b>EFFECTIVE DATE:</b></p> <p><b>JULY 26, 2019</b></p>	<p><b>REVIEW DATE:</b></p> <p><b>ANNUALLY</b></p>
			<p><b>SUPERSEDES:</b></p> <p><b>SOG 804 Dated 12/31/15</b></p> <p><b>SOG 804 Dated 5/6/13</b></p> <p><b>FM Policy 25 Dated 11/22/05</b></p>	

## PURPOSE

This Standard Operational Guideline (SOG 804) complies with and supplements the *National Incident Management System: Wildland Fire Qualification System Guide (PMS 310-1)* and the *Interagency Standards for Fire and Fire Aviation Operations (Red Book)* in establishing the minimum criteria required for wildland incident and prescribed fire certification as an Arizona State Department of Forestry and Fire Management (DFFM) employee or as an employee of an Agency who operates within a Cooperative Fire Rate Agreement (Cooperator) with DFFM.

DFFM endorses the use of the *Federal Wildland Fire Qualifications Supplement* (Federal Supplement) as a guideline for several technical specialist positions that are not included in the PMS 310-1. The specific positions, and the required standards accepted by the DFFM, are outlined later in this document.

All DFFM and Cooperator employees will meet the requirements identified in this SOG 804 to secure and maintain their certifications. The standards in this SOG 804 may exceed the standards identified in the PMS 310-1 and the Federal Supplement. The standards of the SOG 804 are approved by the Arizona State Fire Management Officer (FMO) and the Arizona State Forester. They are implemented by the Arizona State Training Officer through the Arizona State Qualification Review Committee and use of the Incident Qualification System.

## REVISIONS

The SOG 804 is designed to incorporate updates to the PMS 310-1 and the Federal Supplement without further modification. The SOG 804 will, however, be reviewed annually by the DFFM Training Officer and/or the Training and Qualification Specialist for accuracy and relevancy. The DFFM Training Officer will submit revisions for review if needed. All other suggestions for revisions to this policy should be submitted through a District Committee Representative on an SOG 804 Request for Change form (see Appendix A).

The District Representative will present the request for change to the District Qualification Review Committee for their review and recommendation. The District Committee recommendation will then be forwarded to the DFFM Training Officer. After review by the training officer, the requested revision will be added to the agenda for the next scheduled State Qualification Review Committee Meeting and

forwarded to the State FMO. Ideas for revision that arise during a State Qualification Review Committee Meeting will either be reviewed on the spot or will be referred to the appropriate District Representative for them to present the request for change to their District Committee per the process stated above. Following review by the State Committee and the State FMO, the State Training Officer will inform the District Representatives and the State Committee members of the final decision. Revisions that are accepted will be signed and posted by the State Forester as an amendment or will trigger an annual update of the SOG 804.

## **DFFM QUALIFICATION REVIEW COMMITTEES**

The Arizona District Wildfire Qualification Review Committee and the Arizona State Wildfire Qualifications Review Committees believe an evaluation of an individual's overall experience, since the beginning of their career in wildland fire management, such as the number, variety, and complexity of assignments, as well as the diversity of training evaluators, is very important in determining whether an individual is fully prepared to advance in their wildfire qualifications.

### **Local Unit - Positions not reviewed by the District or State Committee**

The State FMO, DFFM District Managers, and the Fire Chief of the Cooperators, are the Certifying Officials for their agencies and have the authority to initiate and certify qualifications for their employees for most positions that are not reviewed by the District or the State Qualification Review Committee. The State FMO, District Managers and the Fire Chiefs may also delegate their authority to an employee or employees within their Agency or District, to initiate and/or certify qualifications that are not reviewed by the District or State Committee. The State FMO, District Manager, or Fire Chief, (or their designee) are required to adhere to the criteria established in the PMS 310-1, the Federal Supplement, and this SOG 804 document. The table of contents (pg. 14-17) indicates which positions are reviewed by the Local Unit.

### **District Qualification Review Committee**

Each DFFM District maintains a District Qualification Review Committee (District Committee). The District Committee will provide a review of Single Resource Boss and Intermediate Faller positions. They will review requests for both trainee and fully qualified certifications. The District Committee will not review records being transferred from another agency.

Following their review, the District Committee will either recommend the request be forwarded to the State Committee or they will identify what is lacking in the person's training or experience that must be addressed before the request will be advanced. When the District Committee recommends a requested position be forwarded to the State Committee, the District Committee is authorized, but not required, to give an interim approval. If given, the interim approval will result in the requested position being approved until the position can be reviewed by the State Committee at their next regularly scheduled meeting.

For example: Firefighter "X" requests to initiate an ENGB Task Book. The District Committee reviews the firefighter training records of Firefighter "X". The Committee votes to forward the request to the State Committee. At this point, the District Committee can also give an interim

approval so that Firefighter “X” can open their task book while they are waiting for the final review that will be conducted by the State Committee at the next regularly scheduled meeting. It is at the discretion of the District Committee to give or not give the interim approval.

The DFFM District Manager is responsible for the oversight of the District Committee and has the final say regarding the recommendations of the District Committee. The District Manager may designate one of their employees to organize, facilitate, and manage the District Committee meetings. While the number of members on each District Committee will vary according to the number of Cooperators and wildland firefighters in their district, each District Committee must have at least 3 voting members present at their meetings to carry the recommendation. The required members are one (1) DFFM District Manager (or designee) and two (2) Cooperator Representatives. For additional information about the District Committee organization, see DFFM Committee By-Laws.  
[https://dffm.az.gov/sites/default/files/media/WF%20Committee%20ByLaws%202016%20May\\_0.pdf](https://dffm.az.gov/sites/default/files/media/WF%20Committee%20ByLaws%202016%20May_0.pdf)

### **State Qualification Review Committee**

The Arizona Department of Forestry and Fire Management is organized into five geographical districts. The State Qualification Review Committee (State Committee) consists of 1 DFFM District Manager & 2 Cooperator Representatives from each district (15), the DFFM Training Officer (1), DFFM Qualification/Training Specialist (1), and a DFFM Chain Saw Program Representative (1) for a total of 18 members. The State FMO is the final authority regarding recommendations from the State Committee. The State Training Officer is the chair of the State Committee (for additional information about the Arizona State Qualification Review Committee organization see DFFM Committee By-Laws. The membership is included in the by-laws and may be revised per the State FMO and/or a committee vote without update to the SOG 804).  
[https://dffm.az.gov/sites/default/files/media/WF%20Committee%20ByLaws%202016%20May\\_0.pdf](https://dffm.az.gov/sites/default/files/media/WF%20Committee%20ByLaws%202016%20May_0.pdf)

The committee currently meets at least quarterly to discuss training and qualification topics and to review the records for all DFFM and Cooperator employees who have been added to the agenda according to their request for review.

The positions that are reviewed by the Committee are those that (1) have potential to supervise personnel from agencies other than their own and (2) are positions that have a wide range of safety factors or influence, even though they are generally not supervisory positions. The table of contents (pg.14-17) indicates which positions are reviewed by the State Committee.

***NOTE:** For all positions that require review by the State Committee, the Committee review begins at the trainee level. Approval to initiate the task book must be obtained from the committee prior to having the task book initiated for the trainee position.*

### **State Fire Management Officer Review**

There are two positions in the PMS 310-1 that are not approved at the Local level and are also not reviewed by the District or State Committee. The Agency Representative (AREP) and the Interagency Resource Representative (IARR) are approved only by the Arizona State FMO. The Required Experience identified in the PMS 310-1 for both of those positions is listed as Agency Established.

Anyone who is interested in pursuing either of those positions should submit their IQS Master Record to the Training personnel or the State FMO for review.

## **TRAINING RECORDS**

### **Incident Qualification System (IQS)**

The Incident Qualification System (IQS) is the web based wildland fire qualification and certification record keeping system that is used by DFFM and its Cooperators. The system is designed to give local, district, and state levels of management access to the information that is needed to certify employees in wildland fire positions. The Incident Qualification System is a tool that is used by the District and State Qualification Review Committee's to assist the committee members in making their recommendations.

IQS maintains separate levels of access and functionality for distinct levels of users. Local, District and State level users will have access to IQS according to what is needed for them to manage their records. Each DFFM District Manager and Cooperators Fire Chief will designate an employee or employees to manage their IQS Account/s. All IQS Account Users must complete the DFFM IQS course to have their own account to manage. The IQS Account User will ensure that the fitness, training, incident experience, qualifications, and position task books and evaluations (including personnel performance ratings) for employees within their accountability are accurately maintained in IQS. Records must be updated annually or modified as changes occur. On occasion, a new user may request assistance from a neighboring unit until they are able to attend an IQS Class. The neighboring unit will be identified as the assisting unit in IQS and they will be the IQS contact person until the new user completes the IQS Training Course.

It is the responsibility of the Individual Firefighter to submit the required documentation (e.g. training certificates, incident experience records, task books and evaluations, personnel performance ratings (ICS-225), certifications, etc.) to their Supervisor, Training Officer, Fire Chief, or designated IQS Account User. The IQS Account User will ensure that all required documentation is submitted to the District Representative or State Training personnel when requests are being brought to the District or State Committee for review. Data that is entered into IQS without the supporting documentation will be discounted or removed from IQS by the DFFM Training personnel. When the documentation has been received the data entry will be restored and processed.

### **Requirements for Training Records**

The DFFM requires training files be kept, in paper format, for each employee with wildland fire qualifications. The DFFM will maintain the wildland training records for all DFFM employees with wildland qualifications. This includes employees who have qualifications that are reviewed by the District or State Committee and those who have qualifications that are not reviewed by the District or State Committee. The DFFM is also responsible for maintaining the official training records for our Cooperator's employees and the Arizona Department of Corrections (ADOC) crew personnel who have qualifications that are reviewed by the District or State Committee and who receive their red card from DFFM. It is recommended that each firefighter maintain a set of their own training records.



The Cooperators and the ADOC will maintain the official training records for all of their employees with wildland fire qualifications that are not reviewed by the District or State Committee. While the official records for the Cooperators wildland personnel and ADOC crew personnel who have qualifications that are reviewed by the District or State Committee will be maintained by DFFM, it is recommended that Cooperators maintain duplicate training records for their employees who have qualifications that are reviewed by District or State Committee. It is also recommended that each firefighter maintain a set of their own training records.

All records will be stored and/or destroyed in accordance with the employer agency policies.

The contents of the training records are to include:

1. Documentation of the required training for the qualifications the employee has obtained. Documentation for training is any one of the following:
  - a. Training Certificate.
  - b. Copy of the final Course Roster that contains the lead instructor's signature.
  - c. Third party validation that the training has been successfully completed (i.e. an email or letter from the lead instructor identifying the course, course date, and verifying successful completion of the course). Only the lead instructor or a person who can verify successful completion of the course can give third party validation. A person who also attended the course cannot provide acceptable evidence of successful course completion.

**NOTE:** *The Employing Agency is responsible to maintain (and produce if requested) the documentation showing certification is current for the Annual Fireline Safety Refresher (RT-130) for all employees who have positions that require an annual RT-130. The status of whether or not the employee has qualifications that are reviewed by the District or State Committee is irrelevant. The employing agency will maintain documentation for all their employees who require the Annual Fireline Safety Refresher (RT-130).*

2. The Position Task Book (PTB) for the qualifications the employee has obtained. The required PTB pages are listed below.
  - a. The required PTB pages are listed below:
    - i. Task Book Cover Sheet,
    - ii. Final Evaluation/Agency Certification page (page 2 of task book) with the Final Evaluator and Certifying Official signatures and dates,
    - iii. All task book evaluation records that were completed while working through the task book.
  - b. If no qualifying task book can be located (lost or destroyed), it is acceptable to have documentation (letter or email) from the certifying official of the missing task book. The letter or email must include the following information:
    - i. Statement that the trainee successfully performed all tasks in the PTB.
    - ii. List of the incident/s and date/s when the final evaluation and previous agency certification were completed
    - iii. The current agency certifier recommendation for qualification in the position

- c. For positions that do not have an associated position task book or certification document, (EMT Card, ATV Operator Card, etc.) the agency certifier will make use of objective factors, such as performance evaluations (ICS-225 WF) when considering certification in the position and will keep copies of those documents in the employees training records.
3. Documentation for required certifications that are identified for positions in the PMS 310-1 or the Federal Supplement (e.g. EMT Card, ATV Operator Card or Certificate etc.).

***NOTE:** The Employing Agency is responsible to maintain (and produce if requested) the documentation showing certification is current for CPR, First Aid and Bloodborne Pathogens for all employees who have positions that require those certifications (e.g. Faller Qualifications). The status of whether or not the employee has qualifications that are reviewed by the State Committee is irrelevant. The employing agency will maintain documentation for CPR, First Aid and Bloodborne Pathogens for all their employees who require CPR, First Aid or Bloodborne Pathogens Certification.*

4. Fire Experience Logs. The fire experience log is to be completed annually and signed by the supervisor (or designee) as it provides documentation of assignments that were completed throughout the year. A blank fire experience log is posted on the DFFM website. (<https://dffm.az.gov/sites/default/files/media/FIRE%20EXPERIENCE%20LOG.pdf>)
5. Documentation of fitness test. Both the PMS 310-1 and the Federal Supplement identify the required fitness level for each specific position. The Work Capacity Test (WCT) is the official method of assessing wildland firefighter fitness levels. The results of the work capacity test shall be documented on the Work Capacity Test Data Sheet (Appendix B in the back of this document) or in an email or letter from the person who administered the test that includes the test administrators name, the person's name, date the fitness test was completed, results of the test.

***NOTE:** The Employing Agency is responsible to maintain (and produce if requested) the documentation showing certification is current for the annual Work Capacity Test for all employees who have positions that require an annual WCT. The status of whether or not the employee has qualifications that are reviewed by the District or State Committee is irrelevant. The employing agency will maintain documentation for the Work Capacity Test for all their employees who require a Light, Moderate, or Arduous Work Capacity Test.*

6. The Master Record from a Federal IQCS (Incident Qualifications and Certification System) system will be accepted in lieu of original training and experience records for former federal employees whose original records are no longer available. Similarly, a Master Record from a State Managed IQS (Incident Qualification System) system will be accepted from all States who adhere to the PMS 310-1 standards in lieu of original training and experience records for former state employees (outside Arizona) whose original records are no longer available. The State Committee will determine what documentation is accepted, in lieu of original records, for employees who transfer to DFFM (or to a Cooperator) from an independent contractor or from an agency who does not follow the PMS 310-1 standards.

## CERTIFICATIONS

*“Successful completion of position tasks and training courses does not guarantee an individual will be qualified to perform in a position. Certification and recertification is a subjective*

*determination each individual agency must make based on task evaluations, position performance evaluations, and their own judgement of the quality of an individual's experience.*

*The quality of experience should be closely evaluated when making a determination for advancement to the next higher position, to a different position, or for recertification. The quality of experience may relate to the variety of fuel types in which an individual has performed, the size and complexity of the incident or event in terms of personnel, equipment, and operations, and the number of assignments." (PMS 310-1 p.2)*

## **Submitting a Request for Review by the District or State Committee**

### **Checklists**

There is a Committee Checklist (Checklist) for each position that is reviewed by the District & State Committee. The Checklist identifies, by position, the documentation (training certificates, fire experience logs, task book pages, certifications, etc.) that needs to be submitted to the DFFM District Representative for District Committee Meetings or to the DFFM Training personnel for State Committee Meetings. The link to the Checklists on the DFFM website can be found at Fire>Training>Qualification (<https://dffm.az.gov/documents-test>). A checklist can also be obtained by sending a request to the [AzRedCards@dffm.az.gov](mailto:AzRedCards@dffm.az.gov) email.

### **District Committee**

When an DFFM or Cooperator employee, or an ADOC crew member, wishes to pursue a qualification for a position that requires review by the District Committee (Single Resource Boss positions and Intermediate Faller), all of the data must be entered into IQS and the supporting documentation for that position must be submitted to the DFFM Representative for the District Committee. The required documentation may be submitted as an attachment to the applicant's profile page in IQS (Person/Org) or submitted via email. If the data has not been entered into IQS, or if the actual documentation is missing or incomplete, the District Committee Representative will notify the applicant, and the agency's wildland qualifications coordinator and will identify what is missing from the packet. The applicant's request will not be added to the agenda for review. Once the missing information has been submitted, the full packet will be accepted and the applicant's name will be placed on the agenda for the District Committee Qualification Review Meeting.

During the meeting, the DFFM Representative will present the documentation to the District Committee for their review. The District Committee will either recommend the request be forwarded to the State Committee or they will identify what is lacking that must be addressed before the request will be advanced. If the District Committee votes to forward the request to the State Committee, the District Committee is authorized, but not required, to give an interim approval. When interim approval is given, the requested position is approved on an interim, or temporary, basis until the request is reviewed by the State Committee at their next regularly scheduled meeting.

## **Deadlines to Submit a Request to the District Committee**

Announcements and Deadlines for submitting requests for District Committee Review will be managed by the DFFM District Representative. Please contact the District Representative (or District Manager) with questions regarding upcoming District Committee Qualification Review Meetings. Any requests that do not meet the deadline will be added to a wait list. Requests on the wait list will be considered on a “first come, first served” basis and only as preparation time allows prior to the meeting. There is no guarantee that requests received past the deadline will be reviewed during the meeting. The requests that are not reviewed during the meeting will be placed on the agenda for the next regularly scheduled District Committee Review meeting.

## **State Committee**

When an DFFM or Cooperator employee, or ADOC crew member, wishes to pursue a qualification for a position that requires review by the State Committee, all of the data must be entered into IQS and the supporting documentation for that position must be submitted to DFFM Training personnel. The required documentation may be submitted as an attachment to the applicant’s profile page in IQS (Person/Org) or submitted via email at [AzRedCards@dffm.az.gov](mailto:AzRedCards@dffm.az.gov). If the data has not been entered into IQS, or if the actual documentation is missing or incomplete, the DFFM Training personnel will notify the applicant, and the agency’s wildland qualifications coordinator and will identify what is missing from the packet. The applicant’s request will not be added to the agenda for review. Once the missing information has been submitted, the full packet will be accepted and the applicant’s name will be placed on the agenda for the State Committee Qualification Review Meeting.

During the meeting, the DFFM Qualification and Training Specialist, or a designee, will present the documentation to the State Committee for their review. The State Committee will either recommend the request be Approved or Not Approved. If they vote to Not Approve, they will identify what is lacking that must be addressed before the request will be approved. The State Committee may also offer a recommendation for the applicant’s professional training and development. If the State Committee votes for approval of the request, the recommendation will be forwarded to the State FMO. The State FMO is the final authority regarding which positions are included on the state issued incident qualification card. The FMO can accept or decline the recommendation of the State Committee. The DFFM Training personnel will move forward with the State Committee recommendations unless notification to the contrary is received from the State FMO.

## **Deadlines to Submit a Request to the State Committee**

Deadlines for submitting requests for State Committee Review will be posted in the IQS Local News section of the IQS Login Page. Any requests that do not meet the deadline will be added to a wait list. Requests on the wait list will be considered on a “first come, first served” basis and only as preparation time allows prior to the meeting. There is no guarantee that requests received past the deadline will be reviewed during the meeting. The requests that are not reviewed during the meeting will be placed on the agenda for the next regularly scheduled State Committee Review meeting.

## **Reviews for Interim Approval**

If a situation arises where it is beneficial for DFFM to conduct an individual certification review for a position that is a high priority need for DFFM, the DFFM State FMO has the authority to issue an interim (i.e. temporary) approval for DFFM District Managers and for all DFFM employees. DFFM District Managers have the authority to issue an interim approval for their District employees, for the cooperator employees within their district, and for the ADOC crew members within their District. The reviewer (State FMO or District Manager) will review the applicants' wildland fire training records and will ensure all the requirements for the position are met and that all required documentation is submitted in accordance with the 310-1, SOG 804, and the Federal Supplement. For an interim approval to be issued, the documentation must satisfy the training records standards outlined in the requirements for training records (p. 4-7).

If the Reviewer decides to issue an interim approval they will send notification via email to the State FMO and the DFFM Training personnel at [azredcards@dffm.az.gov](mailto:azredcards@dffm.az.gov). The Training personnel will process the update in IQS and ROSS and will issue a new Red Card. The request will be added to the agenda for the next scheduled State Committee meeting when their training file will be reviewed by the State Committee. If, during the processing, it is discovered that the documentation is incorrect or incomplete the interim approval is cancelled.

## **Position Task Books**

### **Task Book Cover Sheet**

When a request to initiate a new task book has been given either an *Interim Approval* by the District Committee or an *Approval to Initiate* from the State Committee, the Home Agency/Unit (DFFM State FMO or their designee, Cooperator's Fire Chief or their designee) is authorized and has the responsibility to issue a new task book. Once the new task book has been issued, a copy of the cover sheet must be submitted to the DFFM Training Personnel. After the Cover Sheet is received, the new trainee position will be added to the applicant's IQS records and to ROSS. A new Red Card will be issued with the updated qualification.

### **Agency Certification Signature**

The Home Agency/Unit (DFFM State FMO or their designee, Cooperator Fire Chief or their designee) maintains the responsibility to review their employee's medical status, fitness, annual refresher currency, training records and performance, and to ensure the applicant meets all position performance requirements before the documentation is submitted to the District or State Committee for review. The Home Unit will sign the Agency Certification section on p. 2 of the employee's position task book prior to submitting the request for review by the District or State Committee.



## **Task Book Evaluations**

### **For positions included in the Command & General Staff section, Operations, and Air Operations sections of the PMS 310-1**

All task book evaluations that are completed on a wildland incident must be completed by an evaluator who is currently qualified (meaning qualified with currency) in the position they are evaluating. Task book evaluations that are completed on incidents other than wildland incidents must be completed by evaluators who are either qualified in the position being evaluated or supervise the Trainee. The Final Evaluator must be qualified in the Trainee position they are evaluating. Only the Final Evaluator will complete the Final Evaluator's Verification Statement on p.2 of the employee's task book recommending certification.

### **For positions included in the Planning section, Logistics section, Finance & Administration section, Dispatch section, and Prevention & Investigation section of the PMS 310-1**

All task book evaluations must be completed by evaluators who are either qualified (meaning qualified with currency) in the position being evaluated or supervise the Trainee. The Final Evaluator must be qualified in the Trainee position they are evaluating. Only the Final Evaluator will complete the Final Evaluator's Verification Statement on p.2 of the employee's task book recommending certification.

## **Shared/Combined Position Task Books**

When the District Committee has given an interim approval, or when the State Committee has given approval for a firefighter to initiate a Specific Task Book from the Combined Single Resource Boss Task Book, or the Combined Unit Leader Task Book in the Finance or Logistics Section, the DFFM Training personnel may approve the initiation of additional Specific Task Book/s from the Combined Task Book as long as all current pre-requisite experience has been met. All other combined task books, that have positions that are reviewed by the District or State Committee, require a District Committee interim approval or a State Committee approval to initiate each new position in the task book.

## **Certification Transfers**

When an employee transfers to DFFM (or a DFFM Cooperator) from either a federal agency, a state agency outside of Arizona, an Intergovernmental Agreement provider, or from an Independent Contractor Agency (in or out of Arizona) their training records (IQCS/IQS Master Record, IQCS/IQS Data Transfer, training documentation, etc.) must be audited by the DFFM Qualifications and Training Specialist, or a person designated by them, to verify that the positions being transferred meet the PMS 310-1 requirements. Qualifications that correctly meet the PMS 310-1 standards will be accepted by DFFM and their Cooperator Agencies. Employees that were certified with their agency prior to the transfer may be accepted as fully qualified, even if they do not meet the DFFM policy 804 standards, provided they correctly met the PMS 310-1 requirements at the time they were certified. Employees with open task books will be required to meet the standards outlined in the SOG-804 in completing their position requirements.

If the PMS 310-1 standards have not been correctly met, or if additional clarification or input is needed following the audit, and the transfer includes positions that are reviewed by the State Committee, the DFFM Qualification and Training Specialist (or designee) will present the transfer request to the State Committee for their review and recommendations (e.g. return to a Trainee status in the position until the PMS 310-1 requirements are met). If the PMS 310-1 standards have not been correctly met or if additional clarification or input is needed following the audit for a transfer that does not include positions reviewed by the State Committee, the DFFM Qualification and Training Specialist will present the findings to the Certifying Official (DFFM State FMO or District Manager or to the Cooperator Agency Fire Chief) so they determine the certification or de-certifications (e.g. return to FFT1 Trainee until all the PMS 310-1 requirements are met) for that transfer. The District Committee does not conduct transfer of record reviews.

## **DE-CERTIFICATION & RE-CERTIFICATION**

The decertification and re-certification procedures outlined below are intended to ensure safety, effectiveness, and compliance with the guidelines indicated in the Interagency Standards for Fire and Aviation Operations, the PMS 310-1 and the Federal Standards. These procedures are also designed to provide supervisors and managers with an additional mechanism to ensure employee safety. Decertification is the occurrence of removing or reducing an employee's qualifications. Decertification is not an adverse action: an employee may be recertified by following the procedures as outlined in each section below.

**Performance issues outside fire suppression and prescribed fire management:** Different procedures are utilized to address individual performance issues in areas other than fire suppression and prescribed fire management. Refer to Agency Human Resources Policy.

### **Causes for Decertification:**

- The employee requests to have the qualification removed or requests to be qualified at a level with less responsibility.
- The employee does not meet the currency requirements (Fitness, Refresher Training, Task Book Expiration, Lacking Current Fire Experience) as specified in the PMS 310-1, Federal Supplement or this SOG-804.

**Fitness:** Minimum fitness standards for the positions are identified in the PMS 310-1. Fitness for technical specialist qualifications are identified in the Federal Wildland Fire Qualifications Supplement. The fitness test is valid for 12 months. Positions that require a work capacity test are valid for 1 year after the fitness test date that is recorded on the Red Card. When a position is no longer valid due to an expired fitness test it will be removed from ROSS. The position will be restored when the required work capacity test has been successfully completed. If the fitness test date expires while on an assignment they will complete their assignment including any extensions. They are not eligible for re-assignment. When they return to their home unit, they must successfully complete the work capacity test and obtain a new Red Card prior to taking any new assignments.

**Annual Fireline Safety Refresher Training (RT-130) and other Recurrent Training:** The Annual Fireline Safety Refresher Training (Annual Refresher) requirement for each position is identified in the PMS 310-1. The requirement for Annual Refresher Training for technical specialist positions are identified in the Federal Wildland Fire Qualifications Supplement. The Annual Refresher is valid for 12 months. Positions that require an Annual Refresher are valid for 1 year after the Annual Refresher date that is recorded on the Red Card. When a position is no longer valid due to an expired Annual Refresher it will be removed from ROSS. The position will be restored when the required Annual Refresher has been successfully completed.

For some positions there is also a recurrent training, other than the Annual Refresher, that is required at various intervals to maintain currency. The requirement for recurrent training is listed in the PMS 310-1. If the recurrent training is not maintained within the given timeframe, the position will lose currency and will be removed from ROSS. When the recurrent training is completed successfully, the position will be fully restored.

If the Annual Refresher or a required recurrent training expires while on an assignment the employee will complete their assignment including any extensions. They are not eligible for re-assignment. When they return to their home unit, they must successfully complete an Annual Refresher or the recurrent training and obtain a new Red Card prior to accepting any new assignments.

- **Expired Task Book (Trainee):** If a Position Task Book is not completed within 3 years from the date of its initiation (or first task being evaluated), the task book will expire and the Trainee position will be removed from ROSS. If the initiation of the task book was previously reviewed and approved by the DFFM Qualification and Training Specialist or the State Qualifications Review Committee, the DFFM Training Personnel may authorize the re-issue of a new task book without additional State Committee review. All task book evaluations and Personnel Performance Ratings (ICS-225) that have been completed in the expired task book must be submitted to the DFFM Training Personnel before initiating the new task book. In alignment with the PMS 310-1, prior experience and evaluations may be taken into account in completion of the new task book at the discretion of the Certifying Official. All current qualification standards identified in the PMS 310-1 and SOG-804 are applicable when the task book is re-issued.
- **Fire Experience (Qualified Positions):** Currency for a position can be maintained by successful performance within the given timeframe in that position or successful performance as a Trainee or Qualified in the positions identified in the PMS 310-1 and in the Federal Supplement. Currency requirements for Faller positions may also be met by performing their skills on project work that requires the use of their faller skills. The specific timeframe varies by position and is identified in the PMS 310-1. If the currency for a position (or positions) has lapsed due to an absence of current experience the position/s will be removed from ROSS.

For positions other than Firefighter Type II, if a firefighter wishes to regain qualification for a position where currency has lapsed due to expired experience, they may request to revert to the trainee level in the position where currency has lapsed and will be issued a task book for the position. If the position has previously been approved by the Committee, this request does not need additional approval from the Committee. The firefighter will then complete on-the-job-training if needed, complete any additional required training courses which may have been added

to the positions for which they are requesting to recertify (PMS 310-1 or SOG 804), and requalify by completing a performance assignment as a trainee (with a trainer) in the position. The assignment will be documented on a Personnel Performance Rating form (ICS-225) and on the DFFM Recertification Evaluation (Appendix C). The DFFM Recertification Form is posted on the DFFM Website or can be requested via email at [AzRedCards@dffm.az.gov](mailto:AzRedCards@dffm.az.gov). When all currently required training courses and trainee experience assignments have been completed, the documentation must be submitted to the State Committee for review with a request to regain the expired position. When a previously expired position is recertified, the other positions that the recertified position maintain currency for will also be recertified; provided the employee was previously qualified in those positions. (E.g. when a person recertifies an ENGB qualification, they will also recertify in the positions they previously held that are maintained by ENGB experience).

If the Firefighter Type II (FFT2) position expires due to a lack of current experience, the position can be regained by completing the S-130, S-190 and L-180 classes again. The Annual Refresher is not considered “successful performance in the position” and does not give currency to the FFT2 qualification. The FFT2 position gains currency by completing a FFT2 assignment or completing an assignment that is identified in the PMS 310-1 to update currency for the FFT2 position.

- As an individual, or as a member of a module, crew, or team, if an employee performs actions that violate recognized standard operational procedures or identified safety procedures that are determined to have been instrumental in the endangerment of fire management personnel or the public, their position/s may be suspended or revoked by the Arizona State FMO or by the employee’s Certifying Official. The State FMO and the employee’s Certifying Official each have the authority to suspend or revoke positions from being in ROSS and from being included on the Red Card issued by DFFM. Examples of instances that could warrant such actions include:
  1. Inability to perform job duties or unprofessional conduct that led to unsafe conditions.
  2. Deliberately disregarding identified safety protocols.
  3. Intentionally misrepresenting fire qualifications.
  4. Taking insubordinate actions that led to unsafe conditions.

Personnel Performance Ratings (ICS-225) are required for trainee assignments for positions that are reviewed by the District or State Committee and are, when noted, required documentation to show “satisfactory performance” when requesting to initiate a new task book through the District or State Committee. The ICS-225 will be submitted to the employee’s Certifying Official and to the DFFM Training personnel.

The State Committee will review performance issues that happen during an incident. The State Committee will give their recommendation to the Arizona State FMO and to the employee’s Certifying Official regarding only the status of the person’s qualifications (i.e. suspend or revoke qualifications, keep as a trainee, complete additional training, expert mentoring, etc....). Any recommendations to suspend or decertify will include a determination of whether remedial actions are appropriate to recertify and a description of the remedial actions. The Committee will not make recommendations regarding disciplinary actions.

Any employees found not meeting standards set forth in NWCG Wildland Fire Qualification Systems Guide PMS 310-1, the DFFM Standard Operations Guide SOG 804 will be automatically suspended until they can be reviewed by the committee.

## **INCIDENT QUALIFICATION CARD (Red Card):**

Certification and documentation requirements must be met prior to signature and issue of all Red Cards.

### **Arizona State Department of Forestry and Fire Management Employees:**

DFFM will issue Red Cards for all of their employees who have current NWCG Wildland Fire Qualifications. This includes employees who have qualifications that are reviewed by the District or State Committee and those who do not have qualifications that are reviewed by the District or State committee. The Arizona State FMO is the final authority regarding which qualifications will be included on the State issued Red Cards for DFFM Employees.

### **Cooperative Fire Rate Agreement Agency Employees:**

#### **Positions not reviewed by the District or State Committee**

The home agency (Fire Department or Fire District) will issue Red Cards for all of their employees who have current NWCG Wildland Fire Qualifications that are not reviewed by the District or State committee. The Agency's Fire Chief (or designee) is the final authority regarding which qualifications will be included on the Cooperator issued Red Cards for Cooperator employees.

#### **Positions that are reviewed by the District or State Committee**

DFFM will issue Red Cards for Cooperator Agency employees who have current NWCG Wildland Fire Qualifications that are reviewed by the District or State Committee. The documentation for all qualifications, including qualifications not reviewed by the District or State Committee, must be submitted to the DFFM Training personnel for the positions to be included on the State issued Red Card. The DFFM State FMO and the Cooperator Agency Fire Chief each have authority regarding which qualifications will be on the State issued Wildland Qualification Cards (Red Cards).

DFFM does not maintain Cooperator Agency documentation for the Annual Fitness Test, the Annual Refresher, or for CPR, First Aid, or Bloodborne Pathogens Certifications. The Annual Fitness Test, Annual Refresher (RT-130) and CPR, First Aid, and Bloodborne Pathogens Certifications are the responsibility of the Cooperator Agency. The Intergovernmental Agreement signed by the Cooperator Agency ensures compliance with the required standards as outlined in the PMS 310-1 and the Policy 804. The Red Cards issued by DFFM have a two signature requirement. The DFFM State FMO will sign the front of the Red Card and the Fire Chief (or designee) for the Cooperator Agency will sign the back of the Red Card. There is a block on the back of the Red Card that provides space to enter the dates of the Annual Fitness Test, the Annual Refresher Training (RT-130) and the completion of CPR, First-Aid and Bloodborne Pathogens Certifications. The State Issued Red Cards will not be valid until the Cooperator Fire Chief or



Training Officer enters that information on the back of the Red Card along with their signature. There is a notation on the front of the Red Card stating it is not valid until it is signed on the back.

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ACDR Area Commander -----	State Committee-----	18
ACAC Area Command Aviation Coordinator-----	State Committee-----	18
ACPC Area Commander, Planning-----	State Committee-----	18
ACLC Area Commander, Logistics -----	State Committee-----	18
ICT1 Incident Commander Type 1-----	State Committee-----	18
ICT2 Incident Commander Type 2-----	State Committee-----	18
ICT3 Incident Commander Type 3-----	State Committee-----	18
ICT4 Incident Commander Type 4-----	State Committee-----	18
ICT5 Incident Commander Type 5-----	Local Unit -----	21
SOF1 Safety Officer Type 1 -----	State Committee-----	18
SOF2 Safety Officer Type 2 -----	State Committee-----	18
SOFR Safety Officer, Line -----	State Committee-----	18
PIO1 Public Information Officer Type 1 -----	State Committee-----	18
PIO2 Public Information Officer Type 2 -----	State Committee-----	18
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AREP Agency Representative -----	Arizona FMO-----	03
RXM1 Prescribed Fire Manager Type 1 -----	State Committee-----	18
RXM2 Prescribed Fire Manager Type 2 -----	State Committee-----	18
RXB1 Prescribed Fire Burn Boss Type 1 -----	State Committee-----	18
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#### Operations Positions

OSC1 Operations Section Chief Type 1 -----	State Committee-----	22
OSC2 Operations Section Chief Type 2 -----	State Committee-----	22
OPS3 Operations Section Chief Type 3-----	State Committee-----	22
STPS Structure Protection Section Chief-----	State Committee-----	22
DIVS Division/Group Supervisor-----	State Committee-----	22
TFLD Task Force Unit Leader-----	State Committee-----	22
STCR Strike Team Crew -----	State Committee-----	22
STEN Strike Team Engine -----	State Committee-----	22
STEQ Strike Team Heavy Equipment-----	State Committee-----	22
CREP Crew Representative -----	State Committee-----	22
CRWB Crew Boss, Single Resource -----	District & State Committee-----	22
ENGB Engine Boss, Single Resource -----	District & State Committee-----	22
FELB Felling Boss, Single Resource -----	District & State Committee-----	22
FIRB Firing Boss, Single Resource -----	District & State Committee-----	22
HEQB Heavy Equipment, Single Resource -----	District & State Committee-----	22
STAM Staging Area Manager -----	Local Unit -----	24
FFT1 Firefighter Type 1 -----	Local Unit -----	23
FFT2 Firefighter Type 2 -----	Local Unit -----	24
FAL1 Advanced Faller -----	State Committee-----	25
FAL2 Intermediate Faller -----	District & State Committee-----	25
FAL3 Basic Faller -----	Local Unit -----	26

<u>Air Operations Positions</u>	<u>Reviewed By</u>	<u>Page</u>
AOBD Air Operations Branch Director -----	State Committee-----	27
ASGS Air Support Group Supervisor-----	State Committee-----	27
HEBM Helibase Manager -----	State Committee-----	27
HMGB Helicopter Manager, Single Resource -----	State Committee-----	27
HECM Helicopter Crewmember-----	Local Unit-----	29
ATGS Air Tactical Group Supervisor-----	State Committee-----	27
HLCO Helicopter Coordinator -----	State Committee-----	27
SEMG Single Engine Airtanker Manager-----	Local Unit-----	29
DECK Deck Coordinator-----	Local Unit-----	29
ABRO Aircraft Base Radio Operator-----	Local Unit-----	29
ATIM Aircraft Timekeeper-----	Local Unit-----	29
ATBM Airtanker Base Manager-----	Local Unit-----	29
FWBM Fixed Wing Base Manager -----	Local Unit-----	29
FWPT Fixed Wing Parking Tender-----	Local Unit-----	29
RAMP Ramp Manager-----	Local Unit-----	29
MXMS Mixmaster -----	Local Unit-----	29
RTCM Retardant Crewmember-----	Local Unit-----	29
UASD Unmanned Aircraft System, Data Specialist -----	Local Unit-----	29
Unmanned Aircraft System, Manager -----	State Committee-----	28
Unmanned Aircraft System, Module Leader -----	State Committee-----	28
Unmanned Aircraft System, Pilot -----	State Committee-----	28

### Planning Positions

PSC1 Planning Section Chief Type 1 -----	State Committee-----	30
PSC2 Planning Section Chief Type 2 -----	State Committee-----	30
PSC3 Planning Section Chief Type 3 -----	State Committee-----	30
SITL Situation Unit Leader -----	State Committee-----	30
FOBS Field Observer -----	State Committee-----	30
GISS Geographic Information System Specialist-----	Local Unit-----	31
DPRO Display Processor-----	Local Unit-----	31
DMOB Demobilization Unit Leader -----	State Committee-----	30
RESL Resources Unit Leader-----	State Committee-----	30
SCKN Status Check-In Recorder -----	Local Unit-----	31
DOCL Documentation Unit Leader-----	State Committee-----	30
SOPL Strategic Operational Planner-----	State Committee-----	30
LTAN Long Term Fire Analyst -----	State Committee-----	30
FBAN Fire Behavior Analyst-----	State Committee-----	30
FEMO Fire Effects Monitor-----	Local Unit-----	31
TNSP Incident Training Specialist-----	Local Unit-----	31
HRSP Human Resource Representative-----	Local Unit-----	31
IARR Interagency Resource Representative -----	Arizona FMO-----	03
IRIN Infrared Interpreter -----	Local Unit-----	31

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LSC3 Logistics Section Chief Type 3 -----	State Committee-----	32
MEDL Medical Unit Leader -----	State Committee-----	33
COML Communications Unit Leader-----	State Committee-----	32
COMT Incident Communications Technician -----	Local Unit -----	34
INCM Incident Communications Center Manager-----	Local Unit -----	34
RADO Radio Operator -----	Local Unit -----	34
FDUL Food Unit Leader -----	State Committee-----	32
SPUL Supply Unit Leader-----	State Committee-----	32
ORDM Ordering Manager -----	Local Unit -----	34
RCDM Receiving and Distribution Manager -----	Local Unit -----	34
BCMG Base Camp Manager -----	Local Unit -----	34
GSUL Ground Support Unit Leader-----	State Committee-----	32
EQPM Equipment Manager-----	Local Unit -----	34
SECM Security Manager -----	Local Unit -----	34

### Finance/Administration Positions

FSC1 Finance/Administration Section Chief Type 1 -----	State Committee-----	35
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FSC3 Finance/Administration Section Chief Type 3 -----	State Committee-----	35
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COST Cost Unit Leader-----	State Committee-----	35
COMP Compensation/Claims Unit Leader -----	State Committee-----	35
INJR Compensation-for-Injury Specialist-----	State Committee-----	35
CLMS Claims Specialist -----	State Committee-----	35
PROC Procurement Unit Leader-----	State Committee-----	35
EQTR Equipment Time Recorder -----	Local Unit -----	36
CMSY Commissary Manager-----	Local Unit -----	36

### Dispatch Positions

CORD Expanded Dispatch Coordinator-----	State Committee-----	37
EDSP Expanded Dispatch Supervisory Dispatcher-----	State Committee-----	37
EDSD Expanded Dispatch Support Dispatcher-----	Local Unit -----	38
EDRC Expanded Dispatch Recorder -----	Local Unit -----	38
IADP Initial Attach Dispatcher-----	Local Unit -----	38
ADCP Aircraft Dispatcher -----	Local Unit -----	38

Prevention and Investigation Positions	Reviewed By	Page
PETL Fire Prevention Education Team Leader -----	Local Unit -----	39
PETM Fire Prevention Education Team Member -----	Local Unit -----	39
INTM Wildland Fire Investigation Team Member -----	Local Unit -----	39
INVF Wildland Fire Investigator -----	Local Unit -----	39

## Command Positions Reviewed by the State Committee

ACDR	Area Commander	SOF1	Safety Officer Type 1
ACAC	Area Command Aviation Coordinator	SOF2	Safety Officer Type 2
ACPC	Area Commander, Planning	SOFR	Safety Officer, Line
ACLC	Area Commander, Logistics	PIO1	Public Information Officer Type 1
ICT1	Incident Commander Type 1	PIO2	Public Information Officer Type 2
ICT2	Incident Commander Type 2	RXM1	Prescribed Fire Manager Type 1
ICT3	Incident Commander Type 3	RXM2	Prescribed Fire Manager Type 2
*ICT4	Incident Commander Type 4	RXB1	Prescribed Fire Burn Boss Type 1



**REQUIRED TRAINING:** Required Training is identified in the PMS 310-1

**REQUIRED EXPERIENCE:**

**To Initiate a Task Book:**

Satisfactory Performance in the position or positions identified in the PMS 310-1

The requirement for “Satisfactory Performance” is met when certification in the position identified in the PMS 310-1 has been obtained and a successful qualified assignment in the position has been completed. The assignment must be documented on a Personnel Performance Rating (ICS 225).

For positions that require satisfactory performance in multiple qualifications, satisfactory performance is met when certification in each required position has been obtained and a successful qualified assignment, documented on an ICS 225, in any one of the positions has been completed.

**To become qualified:**

- Completion and Certification of the task book identified in the PMS 310-1
- The Task Book must include at least 3 Trainee Evaluations (w/ ICS-225)
- The Trainee must complete at least 10 Operational Periods as a Trainee.
  - With the exception of the Prescribed Fire positions, 7 of the Operational Periods must occur on an extended attack Wildfire Incident (Rx Positions must have 7 OP on Rx Burns). The remaining 3 OP could occur on IA, RX, Interview assessment for Rare Incidents, STEX, Staging/Preposition, or All-All Hazards incidents

\* **NOTE:** The ICT4 position must complete at least 3 OP as a Trainee on Wildfire Incident/s

- ⤴ An Operational Period: The period of time scheduled for execution of a given set of tactical actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.
- ⤴ A personnel Performance Rating (ICS-225) is required for all trainee assignments. The assignment will not be accepted by the committee without the ICS-225.
- ⤴ Evaluators on incidents other than wildland incidents must be either qualified in the position being evaluated or supervise the Trainee
- ⤴ Evaluators on wildland incidents must be qualified in the position they are evaluating.
- ⤴ The Final Evaluator must be qualified in the position they are evaluating

**PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the PMS 310-1

**POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the PMS 310-1

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the PMS 310-1

# Command Positions Reviewed by the State Committee...Continued

LOFR Liaison Officer

## **REQUIRED TRAINING:**

### **To Initiate a Task Book:**

- ICS 100 – Introduction to ICS
- ICS 200 – ICS for Single Resources and Initial Action Incidents
- IS 700 – NIMS: An Introduction
- S 130 – Firefighter Training
- S 190 – Introduction to Wildland Fire Behavior
- L 180 – Human Factors in the Wildland Fire Service

### **To become qualified:**

Required Training is identified in the PMS 310-1

## **REQUIRED EXPERIENCE:**

### **To Initiate a Task Book:**

Entry Point – No Previous Wildland Fire Qualifications are required

### **To become qualified:**

- Completion and Certification of the task book identified in the PMS 310-1
- Evaluators must be either qualified in the position being evaluated or supervise the Trainee
- The Final Evaluator must be qualified in the position they are evaluating

## **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the PMS 310-1

## **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the PMS 310-1

## **OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the PMS 310-1

# Command Positions Reviewed by the State Committee...Continued

RXB2 Prescribed Fire Burn Boss Type 2

## **REQUIRED TRAINING:**

Required Training is identified in the PMS 310-1

## **REQUIRED EXPERIENCE:**

### **To Initiate a Task Book:**

Satisfactory Performance in the position or positions identified in the PMS 310-1

AND

Qualification as a Prescribed Fire Burn Boss, Type 3 (RXB3)

The requirement for “Satisfactory Performance” is met when certification in each required position identified in the PMS 310-1 has been obtained and a successful qualified assignment in any one of the positions has been completed. The assignment must be documented on a Personnel Performance Rating (ICS 225).

### **To become qualified:**

- Completion and Certification of the task book identified in the PMS 310-1
- Evaluators must be qualified in the position being evaluated
- The Final Evaluator must be qualified in the position they are evaluating

## **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the PMS 310-1

## **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the PMS 310-1

## **OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the PMS 310-1

# Command Positions Reviewed by the Local Unit

ICT5 Incident Commander Type 5  
\*PIOF Public Information Officer

## **REQUIRED TRAINING:**

Required Training is identified in the PMS 310-1

## **REQUIRED EXPERIENCE:**

### **To Initiate a Task Book:**

Satisfactory Performance in the position identified in the PMS 310-1

The requirement for “Satisfactory Performance” is met when certification in the position identified in the PMS 310-1 has been obtained and a successful qualified assignment in the position has been completed. The assignment must be documented on a Personnel Performance Rating (ICS 225).

\*Public Information Officer is an entry position. No previous wildland fire qualifications are required to initiate the PIOF Task Book

### **To become qualified:**

- Completion and Certification of the task book identified in the PMS 310-1
- Evaluators on incidents other than wildland incidents must be either qualified in the position being evaluated or supervise the Trainee
- The Final Evaluator must be qualified in the position they are evaluating

## **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the PMS 310-1

## **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the PMS 310-1

## **OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the PMS 310-1

## Operations Positions Reviewed by the State Committee

OSC1	Operations Section Chief Type 1	STCR	Strike Team Leader Crew
OSC2	Operations Section Chief Type 2	STEN	Strike Team Heavy Leader Engine
OPBD	Operations Branch Director	STEQ	Strike Team Leader Heavy Equipment
OPS3	Operations Section Chief Type 3	* CRWB	Crew Boss, Single Resource
STPS	Structure Protection Specialist	* ENGB	Engine Boss, Single Resource
DIVS	Division/Group Supervisor	* FELB	Felling Boss, Single Resource
TFLD	Task Force Leader	** FIRB	Firing Boss, Single Resource
CREP	Crew Representative	* HEQB	Heavy Equipment, Single Resource

### REQUIRED TRAINING:

Required Training is identified in the PMS 310-1

\* Single Resource Boss Positions must complete ICS 200 before initiating the task book

### REQUIRED EXPERIENCE:

#### To Initiate a Task Book:

Satisfactory Performance in the position or positions identified in the PMS 310-1

The requirement for “Satisfactory Performance” is met when certification in the position identified in the PMS 310-1 has been obtained and a successful qualified assignment in the position has been completed. The assignment must be documented on a Personnel Performance Rating (ICS 225).

For positions that require satisfactory performance in multiple qualifications, satisfactory performance is met when certification in each required position has been obtained and a successful qualified assignment, documented on an ICS 225, in any one of the positions has been completed.

#### To become qualified:

- Completion and Certification of the task book identified in the PMS 310-1
  - The Task Book must include at least 3 Trainee Evaluations (w/ ICS-225)
  - The Task Book must include Evaluations from at least 2 Different Evaluators
  - The Trainee must complete at least 10 Operational Periods (OP) as a Trainee.
    - Seven of the Operational Periods must occur on an extended attack Wildfire Incident. The remaining 3 OP could occur on IA, RX, Interview assessment for Rare Incidents, STEX, Staging/Preposition, or All-Hazards incidents.
    - \*\* If FIRB qualification is requested after CRWB or ENGB has been obtained, then 3 operational periods (rather than 10) is the required amount of experience prior to requesting qualification. Two of the OP must be completed on Wildfire Incidents; the remaining OP can be completed on wildfire or an Rx Burn.
- 
- ⬆ An Operational Period: The period of time scheduled for execution of a given set of tactical actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.
  - ⬆ A Personnel Performance Rating (ICS-225) is required for all trainee assignments. The assignments will not be accepted by the committee without the ICS-225.
  - ⬆ Evaluators on incidents other than wildland incidents must be either qualified in the position being evaluated or supervise the Trainee
  - ⬆ Evaluators on wildland incidents must be qualified in the position they are evaluating.
  - ⬆ The Final Evaluator must be qualified in the position they are evaluating



**PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the PMS 310-1

**POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the PMS 310-1

**OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the PMS 310-1

# Operations Positions Reviewed by the Local Unit

FFT1 Firefighter Type 1

## **REQUIRED TRAINING:**

Required Training is identified in the PMS 310-1

## **REQUIRED EXPERIENCE:**

### **To Initiate a Task Book:**

Satisfactory Performance in the position identified in the PMS 310-1

The requirement for “Satisfactory Performance” is met when certification in the position identified in the PMS 310-1 has been obtained and a successful qualified assignment in the position has been completed.

### **To become qualified:**

- Completion and Certification of the task book identified in the PMS 310-1
  - The Task Book must include at least 3 Trainee Evaluations
  - The Task Book must include Evaluations from at least 2 Different Evaluators
  - The Trainee must complete at least 10 Operational Periods (OP) as a Trainee.
    - Seven of the Operational Periods must occur on an extended attack Wildfire Incident. The remaining 3 OP could occur on an IA, RX, Interview assessment for Rare Incidents, STEX, Staging/Preposition, or All-Hazards incidents.
- 
- ⬆ An Operational Period: The period of time scheduled for execution of a given set of tactical actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.
  - ⬆ A Personnel Performance Rating (ICS-225) is recommended for all trainee assignments.
  - ⬆ Evaluators on incidents other than wildland incidents must be either qualified in the position being evaluated or supervise the Trainee
  - ⬆ Evaluators on wildland incidents must be qualified in the position they are evaluating.
  - ⬆ The Final Evaluator must be qualified in the position they are evaluating

## **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the PMS 310-1

## **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the PMS 310-1

## **OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the PMS 310-1

# Operations Positions Reviewed by the Local Unit...Continued

FFT2 Firefighter Type 2  
STAM Staging Area Manager

## **REQUIRED TRAINING:**

All Required Training is identified in the PMS 310-1

## **REQUIRED EXPERIENCE:**

Entry Point – No Previous Wildland Fire Qualifications are required

## **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the PMS 310-1

## **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the PMS 310-1

## **OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the PMS 310-1

# Operations Positions (Faller) Reviewed by the State Committee

FAL1 Advanced Faller  
FAL2 Intermediate Faller

## REQUIRED TRAINING:

### **To Initiate a Task Book:**

- ICS 100 – Introduction to ICS
- ICS 200 – ICS for Single Resources and Initial Action Incidents
- IS 700 – NIMS: An Introduction
  
- Current CPR Certification and
- Current Basic First Aid Certification and OR Current EMT Basic or Medic Certification Issued by the Arizona Dept. of Health
- Current Blood Borne Pathogens Certification Services

### **To become qualified:**

Required Training is identified in the PMS 310-1

AND

Additional Training is identified in the SOG 801

- Annual Fire Saw Refresher
- Tri-Annual Field Evaluation

## REQUIRED EXPERIENCE:

### **To Initiate a Task Book:**

Satisfactory Performance in the position identified in the PMS 310-1

The requirement for “Satisfactory Performance” is met when certification in the position identified in the PMS 310-1 has been obtained and a recommendation to advance is made from a faller who is qualified as indicated in the SOG 801.

### **To become qualified:**

- Completion and Certification of the task book as identified in the PMS 310-1 and SOG 801.
  
- All Evaluators must be qualified in the position they are evaluating.
- The FAL2 Final Evaluator must be qualified in a position at least one level above the position they are evaluating.
- The FAL1 Task Book will require an evaluation and/or recommendation for certification from 2 different FAL1 Evaluators.

**PHYSICAL FITNESS LEVEL:** Required physical fitness level is identified in the PMS 310-1

## **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the PMS 310-1

## **OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the PMS 310-1

### **Operations Positions (Faller) Reviewed by the Local Unit**

FAL3 Basic Faller

#### **REQUIRED TRAINING:**

Required Training as identified in the PMS 310-1

Additional Training is identified in the SOG 801

- Annual Fire Saw Refresher
  - Tri-Annual Field Evaluation
  
  - Current CPR Certification and
  - Current Basic First Aid Certification and
  - Current Blood Borne Pathogens Certification Services
- OR
- Current EMT Basic or Medic Certification Issued by the Arizona Dept. of Health

#### **REQUIRED EXPERIENCE:**

##### **To Initiate a Task Book:**

Satisfactory Performance in the position identified in the PMS 310-1

The requirement for “Satisfactory Performance” is met when certification in the position task book identified in the PMS 310-1 has been obtained.

##### **To become qualified:**

- Completion and Certification of the task book as identified in the PMS 310-1 and SOG 801.
  
- All Evaluators must be qualified in a position above the position they are evaluating.
- The Final Evaluator must be qualified in a position above the position they are evaluating.

#### **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the PMS 310-1

#### **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the PMS 310-1

## **OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the PMS 310-1



# Air Operations Positions Reviewed by the State Committee

AOBD Air Operations Branch Director  
ASGS Air Support Group Supervisor  
ATGS Air Tactical Group Supervisor

HLCO Helicopter Coordinator  
HEBM Helibase Manager  
HMGB Helicopter Manager, Single Resource

**REQUIRED TRAINING:** Required Training is identified in the PMS 310-1

## **REQUIRED EXPERIENCE:**

### **To Initiate a Task Book:**

Satisfactory Performance in the position or positions identified in the PMS 310-1

The requirement for “Satisfactory Performance” is met when certification in the position identified in the PMS 310-1 has been obtained and a successful qualified assignment in the position has been completed. The assignment must be documented on a Personnel Performance Rating (ICS 225).

For positions that require satisfactory performance in multiple qualifications, satisfactory performance is met when certification in each position has been obtained and a successful qualified assignment, documented on an ICS 225, in any one of the positions has been completed.

### **To become qualified:**

- Completion and Certification of the task book identified in the PMS 310-1
- The Task Book must include at least 3 Trainer Evaluations
- The Task Book must include Evaluations from at least 2 Different Evaluators
- The Trainee must complete at least 10 Operational Periods (OP) as a Trainee.
  - Seven of the Operational Periods must occur on an extended attack Wildfire Incident. The remaining 3 OP could occur on IA, RX, Interview assessment for Rare Incidents, STEX, Staging/Preposition, or All-Hazards incidents.
- ⬆ An Operational Period: The period of time scheduled for execution of a given set of tactical actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.
- ⬆ A Personnel Performance Rating (ICS-225) is required for all trainee assignments. The assignments will not be accepted by the committee without the ICS-225.
- ⬆ Evaluators on incidents other than wildland incidents must be either qualified in the position being evaluated or supervise the Trainee
- ⬆ Evaluators on wildland incidents must be qualified in the position they are evaluating.
- ⬆ The Final Evaluator must be qualified in the position they are evaluating

## **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the PMS 310-1

## **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the PMS 310-1

## **OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the PMS 310-1

# Air Operations Positions Reviewed by the State Committee

UASM Unmanned Aircraft System, Manager  
UASL Unmanned Aircraft System, Module Leader  
UASP Unmanned Aircraft System, Pilot

## REQUIRED TRAINING:

### To Initiate a Task Book:

- ICS 100 – Introduction to ICS
- ICS 200 – ICS for Single Resources and Initial Attack Incidents
- IS 700 – NIMS: An Introduction

### To become qualified:

Required Training is identified in the PMS 310-1

## REQUIRED EXPERIENCE:

### To Initiate a Task Book:

Satisfactory Performance in the position or positions identified in the PMS 310-1.

The requirement for “Satisfactory Performance” is met when certification in the position or positions identified in the PMS 310-1 have been obtained.

### To become qualified:

- Completion and Certification of the task book identified in the PMS 310-1
- Evaluators must be either qualified in the position being evaluated or supervise the Trainee.
- The Final Evaluator must be qualified in the position they are evaluating.

## PHYSICAL FITNESS LEVEL

Required physical fitness level is identified in the PMS 310-1

## POSITIONS THAT MAINTAIN CURRENCY

Positions that maintain currency are identified in the PMS 310-1

## OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS

Training which supports development of knowledge and skills is identified in the PMS 310-1

## Air Operations Positions Reviewed by the Local Unit

HECM	Helicopter Crewmember	FWBM	Fixed Wing Base Manager
SEMG	Single Engine Airtanker Manager	FWPT	Fixed Wing Parking Tender
DECK	Deck Coordinator	RAMP	Ramp Manager
ABRO	Aircraft Base Radio Operator	MXMS	Mixmaster
ATIM	Aircraft Timekeeper	RTCM	Retardant Crewmember
ATBM	Airtanker Base Manager	UASD	Unmanned Aircraft System, Data Specialist

### **REQUIRED TRAINING:**

Required Training is identified in the PMS 310-1

### **REQUIRED EXPERIENCE:**

#### **To Initiate a Task Book:**

Satisfactory Performance in the position or positions identified in the PMS 310-1.

The requirement for “Satisfactory Performance” is met when certification in the position or positions identified in the PMS 310-1 have been obtained.

#### **To become qualified:**

- Completion and Certification of the task book identified in the PMS 310-1
- Evaluators must be either qualified in the position being evaluated or supervise the Trainee.
- The Final Evaluator must be qualified in the position they are evaluating.

### **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the PMS 310-1

### **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the PMS 310-1

### **OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the PMS 310-1

# Planning Positions Reviewed by the State Committee

PSC1	Planning Section Chief Type 1	LTAN	Long Term Fire Analyst
PSC2	Planning Section Chief Type 2	SITL	Situation Unit Leader
PSC3	Planning Section Chief Type 3	DOCL	Documentation Unit Leader
SOPL	Strategic Operational Planner	DMOB	Demobilization Unit Leader
FBAN	Fire Behavior Analyst	RESL	Resources Unit Leader

## REQUIRED TRAINING:

### **To Initiate a Task Book:**

- ICS 100 – Introduction to ICS
- ICS 200 – ICS for Single Resources and Initial Attack Incidents
- IS 700 – NIMS: An Introduction

### **To become qualified:**

Required Training is identified in the PMS 310-1

## REQUIRED EXPERIENCE:

### **To Initiate a Task Book:**

Satisfactory Performance in the position or positions identified in the PMS 310-1

The requirement for “Satisfactory Performance” is met when certification in the position or positions identified in the PMS 310-1 have been obtained.

For positions that require satisfactory performance in multiple qualifications, satisfactory performance is met when certification in each position has been obtained.

### **To become qualified:**

- Completion and Certification of the task book identified in the PMS 310-1
- Evaluators must be either qualified in the position being evaluated or supervise the Trainee
- The Final Evaluator must be qualified in the position they are evaluating

## PHYSICAL FITNESS LEVEL

Required physical fitness level is identified in the PMS 310-1

## POSITIONS THAT MAINTAIN CURRENCY

Positions that maintain currency are identified in the PMS 310-1

## OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS

Training which supports development of knowledge and skills is identified in the PMS 310-1

# Planning Positions Reviewed by the Local Unit

GISS	Geographic Information System Specialist
DPRO	Display Processor
SCKN	Status Check-In Recorder
FEMO	Fire Effects Monitor
TNSP	Training Specialist
HRSP	Human Resources Representative
IRIN	Infrared Interpreter

## **REQUIRED TRAINING:**

Required Training is identified in the PMS 310-1

## **REQUIRED EXPERIENCE:**

### **To Initiate a Task Book:**

Satisfactory Performance in the position or positions identified in the PMS 310-1.

The requirement for “Satisfactory Performance” is met when certification in the position or positions identified in the PMS 310-1 have been obtained.

### **To become qualified:**

- Completion and Certification of the task book identified in the PMS 310-1
- Evaluators must be either qualified in the position being evaluated or supervise the Trainee.
- The Final Evaluator must be qualified in the position they are evaluating.

## **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the PMS 310-1

## **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the PMS 310-1

## **OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the PMS 310-1

# Logistics Positions Reviewed by the State Committee

## Logistics Positions Reviewed by the Committee:

LSC1	Logistics Section Chief Type 1	GSUL	Ground Support Unit Leader
LSC2	Logistics Section Chief Type 2	SPUL	Supply Unit Leader
LSC3	Logistics Section Chief Type 3	COML	Communications Unit Leader
FACL	Facilities Unit Leader	FDUL	Food Unit Leader

## REQUIRED TRAINING:

### To Initiate a Task Book:

- ICS 100 – Introduction to ICS
- ICS 200 – ICS for Single Resources and Initial Attack Incidents
- IS 700 – NIMS: An Introduction

### To become qualified:

Required Training is identified in the PMS 310-1

## REQUIRED EXPERIENCE:

### To Initiate a Task Book:

Satisfactory Performance in the position or positions identified in the PMS 310-1

The requirement for “Satisfactory Performance” is met when certification in the position or positions identified in the PMS 310-1 have been obtained.

For positions that require satisfactory performance in multiple qualifications, satisfactory performance is met when certification in each position has been obtained.

### To become qualified:

- Completion and Certification of the task book identified in the PMS 310-1
- Evaluators must be either qualified in the position being evaluated or supervise the Trainee
- The Final Evaluator must be qualified in the position they are evaluating

## PHYSICAL FITNESS LEVEL

Required physical fitness level is identified in the PMS 310-1

## POSITIONS THAT MAINTAIN CURRENCY

Positions that maintain currency are identified in the PMS 310-1

## OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS

Training which supports development of knowledge and skills is identified in the PMS 310-1



# Logistics Position Reviewed by the State Committee...Continued

MEDL Medical Unit Leader

## **REQUIRED TRAINING:**

### **To Initiate a Task Book:**

- ICS 100 – Introduction to ICS
- ICS 200 – ICS for Single Resources and Initial Action Incidents
- IS 700 – NIMS: An Introduction
- S 130 – Firefighter Training
- S 190 – Introduction to Wildland Fire Behavior
- L 180 – Human Factors in the Wildland Fire Service

### **To become qualified:**

Required Training is identified in the PMS 310-1

## **REQUIRED EXPERIENCE:**

### **To Initiate a Task Book:**

Current Certification in the position or positions identified in the PMS 310-1

### **To become qualified:**

- Completion and Certification of the task book identified in the PMS 310-1
- Evaluators must be either qualified in the position being evaluated or supervise the Trainee
- The Final Evaluator must be qualified in the position they are evaluating

## **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the PMS 310-1

## **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the PMS 310-1

## **OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the PMS 310-1

## Logistics Positions Reviewed by the Local Unit

COMT Incident Communications Technician  
INCM Incident Communications Center Manager  
RADO Radio Operator  
ORDM Ordering Manager  
RCDM Receiving and Distribution Manager  
BCMG Base Camp Manager  
EQPM Equipment Manager  
SECM Security Manager

### **REQUIRED TRAINING:**

Required Training is identified in the PMS 310-1

### **REQUIRED EXPERIENCE:**

#### **To Initiate a Task Book:**

Satisfactory Performance in the position or positions identified in the PMS 310-1.

The requirement for “Satisfactory Performance” is met when certification in the position or positions identified in the PMS 310-1 have been obtained.

#### **To become qualified:**

- Completion and Certification of the task book identified in the PMS 310-1
- Evaluators must be either qualified in the position being evaluated or supervise the Trainee.
- The Final Evaluator must be qualified in the position they are evaluating.

### **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the PMS 310-1

### **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the PMS 310-1

### **OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the PMS 310-1

# Finance/Administration Positions Reviewed by State Committee

FSC1	Finance/Administration Section Chief Type 1		
FSC2	Finance/Administration Section Chief Type 2		
FSC3	Finance/Administration Section Chief Type 3		
TIME	Time Unit Leader	INJR	Compensation-for-Injury Specialist
COST	Cost Unit Leader	CLMS	Claims Specialist
COMP	Compensation/Claims Unit Leader	PROC	Procurement Unit Leader

## REQUIRED TRAINING:

### **To Initiate a Task Book:**

- ICS 100 – Introduction to ICS
- ICS 200 – ICS for Single Resources and Initial Attack Incidents
- IS 700 – NIMS: An Introduction

### **To become qualified:**

Required Training is identified in the PMS 310-1

## REQUIRED EXPERIENCE:

### **To Initiate a Task Book:**

Satisfactory Performance in the position or positions identified in the PMS 310-1

The requirement for “Satisfactory Performance” is met when certification in the position or positions identified in the PMS 310-1 have been obtained.

For positions that require satisfactory performance in multiple qualifications, satisfactory performance is met when certification in each position has been obtained.

### **To become qualified:**

- Completion and Certification of the task book identified in the PMS 310-1
- Evaluators must be either qualified in the position being evaluated or supervise the Trainee
- The Final Evaluator must be qualified in the position they are evaluating.

## PHYSICAL FITNESS LEVEL

Required physical fitness level is identified in the PMS 310-1

## POSITIONS THAT MAINTAIN CURRENCY

Positions that maintain currency are identified in the PMS 310-1

## OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS

Training which supports development of knowledge and skills is identified in the PMS 310-1

# Finance/Administration Positions Reviewed by the Local Unit

PTRC Personnel Time Recorder  
EQTR Equipment Time Recorder  
CMSY Commissary Manager

## **REQUIRED TRAINING:**

Required Training is identified in the PMS 310-1

## **REQUIRED EXPERIENCE:**

### **To Initiate a Task Book:**

Satisfactory Performance in the position or positions identified in the PMS 310-1.

The requirement for "Satisfactory Performance" is met when certification in the position or positions identified in the PMS 310-1 have been obtained.

### **To become qualified:**

- Completion and Certification of the task book identified in the PMS 310-1
- Evaluators must be either qualified in the position being evaluated or supervise the Trainee.
- The Final Evaluator must be qualified in the position they are evaluating.

## **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the PMS 310-1

## **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the PMS 310-1

## **OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the PMS 310-1

# Dispatch Positions Reviewed by the State Committee

CORD Expanded Dispatch Coordinator  
EDSP Expanded Dispatch Supervisory Dispatcher

## **REQUIRED TRAINING:**

Required Training is identified in the PMS 310-1

## **REQUIRED EXPERIENCE:**

### **To Initiate a Task Book:**

Satisfactory performance in the position or positions identified in the PMS 310-1

The requirement for “Satisfactory Performance” is met when certification in the position or positions identified in the PMS 310-1 have been obtained

### **To become qualified:**

- Completion and Certification of the task book identified in the PMS 310-1
- Evaluators must be either qualified in the position being evaluated or supervise the Trainee.
- The Final Evaluator must be qualified in the position they are evaluating.

## **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the PMS 310-1

## **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the PMS 310-1

## **OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the PMS 310-1

# Dispatch Positions Reviewed by the Local Unit

EDSD Expanded Dispatch Support Dispatcher  
EDRC Expanded Dispatch Recorder  
IADP Initial Attack Dispatcher  
ACDP Aircraft Dispatcher

## **REQUIRED TRAINING:**

Required Training is identified in the PMS 310-1

## **REQUIRED EXPERIENCE:**

### **To Initiate a Task Book:**

Satisfactory performance in the position or positions identified in the PMS 310-1

The requirement for “Satisfactory Performance” is met when certification in the position or positions identified in the PMS 310-1 have been obtained

### **To become qualified:**

- Completion and Certification of the task book identified in the PMS 310-1
- Evaluators must be either qualified in the position being evaluated or supervise the Trainee.
- The Final Evaluator must be qualified in the position they are evaluating.

## **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the PMS 310-1

## **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the PMS 310-1

## **OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the PMS 310-1



## Prevention and Investigation Positions Reviewed by Local Unit

PETL	Fire Prevention Education Team Leader
PETM	Fire Prevention Education Team Member
INTM	Wildland Fire Investigation Team Member
INVF	Wildland Fire Investigator

### **REQUIRED TRAINING:**

Required Training is identified in the PMS 310-1

### **REQUIRED EXPERIENCE:**

#### **To Initiate a Task Book:**

Satisfactory performance in the position or positions identified in the PMS 310-1

The requirement for “Satisfactory Performance” is met when certification in the position or positions identified in the PMS 310-1 have been obtained

#### **To become qualified:**

- Completion and Certification of the task book identified in the PMS 310-1
- Evaluators must be either qualified in the position being evaluated or supervise the Trainee.
- The Final Evaluator must be qualified in the position they are evaluating.

### **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the PMS 310-1

### **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the PMS 310-1

### **OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the PMS 310-1

# Federal Wildland Fire Qualifications Supplement

The Technical Specialist Positions listed below are from the Federal Wildland Fire Qualifications Supplement (Federal Supplement). The positions in the Federal Supplement do not meet the criteria to be included in the PMS 310-1. Wildland fire agencies, therefore, have the option to establish agency-specific positions and standards for those positions. The Federal Supplement is a collection of these agency-specific technical specialist positions that have been established by our federal partners. The positions listed in the table of contents are positions from the Federal Supplement that are being utilized by DFFM and DFFM Cooperators. Any DFFM-specific requirements are included in the section labeled “ DFFM-Specific Requirements” on the positions page. None of these technical specialist positions are reviewed by the District or State level Committee’s.

# Qualifications in the Federal Wildland Fire Qualifications Supplement

The following positions from the Federal Supplement are endorsed by DFFM

## Operations

ATVO	ATV Operator-----	Local Unit-----	43
UTVO	UTV Operator-----	Local Unit-----	43

## Aviation

AAML	Agency Aviation Military Liaison -----	Local Unit-----	44
HELR	Helicopter Line/Remote Hookup Specialist -----	Local Unit-----	44
PLDO	Plastic Sphere Dispenser Operator-----	Local Unit-----	44
SHLR	Short Hauler -----	Local Unit-----	44

## Law Enforcement

SEC1	Security Specialist Level I -----	Local Unit-----	45
SEC2	Security Specialist Level II -----	Local Unit-----	45

## Prescribed Fire

RXB3	Prescribed Fire Burn Boss Type 3 -----	Local Unit-----	46
RXCM	Prescribed Fire Crew Member-----	Local Unit-----	47
TTOP	Terra Torch Operator -----	Local Unit-----	47

## Support

AADM	Agency Administrator -----	Local Unit-----	51
ARCH	Archaeologist-----	Local Unit-----	51
AEMF	Advanced Emergency Medical Technician, Fireline-----	Local Unit-----	49
BABI	Burned Area Emergency Response Biologist -----	Local Unit-----	48
BABO	Burned Area Emergency Response Botanist -----	Local Unit-----	48
BACS	Burned Area Emergency Response Cultural Specialist-----	Local Unit-----	48
BADO	Burned Area Emergency Response Documentation Specialist----	Local Unit-----	48
BAEN	Burned Area Emergency Response Environmental Specialist----	Local Unit-----	48
BAFO	Burned Area Emergency Response Forester -----	Local Unit-----	48
BAGE	Burned Area Emergency Response Geologist-----	Local Unit-----	48
BAHY	Burned Area Emergency Response Hydrologist-----	Local Unit-----	48
BAEL	Burned Area Emergency Response Leader-----	Local Unit-----	48
BASS	Burned Area Emergency Response Soil Scientist -----	Local Unit-----	48
BAES	Burned Area Emergency Response Specialist-----	Local Unit-----	48

DRIV	Driver-----	Local U nit -----	51
EMTB	Emergency Medical Technician, Basic-----	Local Unit-----	49
EMTF	Emergency Medical Technician, Fireline-----	Local Unit-----	49
EMTP	Paramedic-----	Local Unit-----	49
EMPF	Paramedic, Fireline-----	Local Unit-----	49
ESFA	Emergency Support Function #4 – Administrative Support -----	Local Unit-----	50
ESFS	Emergency Support Function #4 – Structure Support-----	Local Unit-----	50
ESFW	Emergency Support Function #4 – Wildland Support -----	Local Unit-----	50
EQPI	Equipment Inspector -----	Local Unit-----	51
FLOP	Fork Lift Operator -----	Local Unit-----	51
GSAN	Geospatial Analyst -----	Local Unit-----	51
IMET	Incident Meteorologist-----	Local Unit-----	51
ITSS	Incident Technology Specialist-----	Local Unit-----	51
INTS	Intelligence Specialist-----	Local Unit-----	51
MCCO	MAC Group Coordinator-----	Local Unit-----	51
PREV	Prevention Technician -----	Local Unit-----	51
READ	Resource Advisor-----	Local Unit-----	51
REAF	Resource Advisor, Fireline-----	Local Unit-----	51
SMEC	Small Engine Mechanic -----	Local Unit-----	51

## Operations Positions Reviewed by Local Unit (Federal Supplement – Technical Specialist Positions)

ATVO    ATV Operator

UTVO    UTV Operator

### **REQUIRED TRAINING:**

Required Training is identified in the Federal Supplement

### **REQUIRED EXPERIENCE:**

Certification requirement identified in the Federal Supplement and as outlined in the Agency Specific Requirements Below.

### **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the Federal Supplement

### **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the Federal Supplement

### **ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the Federal Supplement

Agency-Specific Requirements	
DFFM	ATV Certification Class must include classroom instruction with hands-on field component; online certification is not accepted. (ASI) ATV Safety Institute Rider Course, (ROHVA) Recreational Off-Highway Vehicle Association Basic Driver Course, VFIS Emergency Services UTV/ATV Safety Program, or equivalent.
DFFM	UTV Certification Class must include classroom instruction with a hands-on field component; online certification is not accepted. (ROHVA) Recreational Off-Highway Vehicle Association Basic Driver Course, VFIS Emergency Services UTV/ATV Safety Program, or equivalent.
DFFM	ATV and UTV: All operators shall follow PPE requirements that consist of helmet, gloves, eye protection, and leather boots.

## Aviation Positions Reviewed by Local Unit (Federal Supplement – Technical Specialist Positions)

AAML Agency Aviation Military Liaison  
HELR Helicopter Long Line/Remote Hookup Specialist  
PLDO Plastic Sphere Dispenser Operator  
SHLR Short Hauler

### **REQUIRED TRAINING:**

Required Training is identified in the Federal Supplement

### **REQUIRED EXPERIENCE:**

Meet the Required Experience as identified in the Federal Supplement

Satisfactory Performance in the position or positions identified in the Federal Supplement

The requirement for “Satisfactory Performance” is met when a successful qualified assignment in the position has been completed.

### **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the Federal Wildland Fire Qualifications Supplement

### **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the Federal Wildland Fire Qualifications Supplement

### **ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the Federal Wildland Fire Qualifications Supplement

Agency-Specific Requirements	
DFFM	No additional requirements



## Law Enforcement Positions Reviewed by Local Unit (Federal Supplement – Technical Specialist Positions)

SEC1 Security Specialist Level 1  
SEC2 Security Specialist Level 2

### **REQUIRED TRAINING:**

Required Training is identified in the Federal Supplement

### **REQUIRED CERTIFICATION:**

Certification requirement identified in the Federal Supplement and as outlined in the Agency Specific Requirements Below.

### **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the Federal Supplement

### **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the Federal Supplement

### **ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the Federal Supplement

Agency-Specific Requirements	
DFFM	SEC1: Required Certification as an Arizona State Game and Fish Game Warden, Arizona State Parks Park Ranger, County Sheriff or be State POST (Police Officer Standard Training) Certified. SEC1 Responds only within the State of Arizona
DFFM	SEC2 – Not authorized or equipped to carry firearms, serve warrants, or conduct searches and seizures

## Prescribed Fire Positions Reviewed by Local Unit (Federal Supplement – Technical Specialist Positions)

RXB3 – Prescribed Fire Burn Boss Type 3

### **REQUIRED TRAINING:**

Required Training is identified in the Federal Supplement

AND

RX-310 Introduction to Fire Effects

### **To Initiate a Task Book:**

Satisfactory performance in the position or positions identified in the Federal Supplement

The requirement for “Satisfactory Performance” is met when certification in the position or positions identified in the Federal Supplement have been obtained

### **To become qualified:**

- Completion and Certification of the task book identified in the Federal Supplement
- Evaluators must be either qualified in the position being evaluated or supervise the Trainee.
- The Final Evaluator must be qualified in the position they are evaluating.

### **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the Federal Supplement

### **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the Federal Supplement

### **ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the Federal Supplement

Agency-Specific Requirements	
DFFM	RX-310 Introduction to Fire Effects is required training for RXB3

## Prescribed Fire Positions Reviewed by Local Unit (Federal Supplement – Technical Specialist Positions)

RXCM Prescribed Fire Crew Member  
TTOP Terra Torch Operator

### **REQUIRED TRAINING:**

Required Training is identified in the Federal Supplement

### **REQUIRED EXPERIENCE:**

Satisfactory Performance in the position or positions identified in the Federal Supplement

The requirement for “Satisfactory Performance” is met when certification in the position or positions identified in the Federal Supplement have been obtained

### **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the Federal Wildland Fire Qualifications Supplement

### **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the Federal Wildland Fire Qualifications Supplement

### **ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the Federal Wildland Fire Qualifications Supplement

Agency-Specific Requirements	
DFFM	No additional requirements

## Support Positions Reviewed by Local Unit (Federal Supplement – Technical Specialist Positions)

BABI	Burned Area Emergency Response Biologist
BABO	Burned Area Emergency Response Botanist
BACS	Burned Area Emergency Response Cultural Specialist
BADO	Burned Area Emergency Response Documentation Specialist
BAEN	Burned Area Emergency Response Environmental Specialist
BAFO	Burned Area Emergency Response Forester
BAGE	Burned Area Emergency Response Geologist
BAHY	Burned Area Emergency Response Hydrologist
BAEL	Burned Area Emergency Response Leader
BASS	Burned Area Emergency Response Soil Scientist
BAES	Burned Area Emergency Response Specialist

### **REQUIRED TRAINING:**

Required Training is identified in the Federal Supplement

### **REQUIRED EXPERIENCE:**

Satisfactory Performance in the position or positions identified in the Federal Supplement

The requirement for “Satisfactory Performance” is met when a successful qualified assignment in the position has been completed.

### **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the Federal Wildland Fire Qualifications Supplement

### **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the Federal Wildland Fire Qualifications Supplement

### **ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the Federal Wildland Fire Qualifications Supplement

Agency-Specific Requirements	
DFFM	No additional requirements

## Support Positions Reviewed by Local Unit (Federal Supplement – Technical Specialist Positions)

AEMF Advanced Emergency Medical Technician, Fireline  
EMTB Emergency Medical Technician  
EMTF Emergency Medical Technician, Fireline  
EMTP Paramedic  
EMPF Paramedic, Fireline

### **REQUIRED TRAINING:**

Required Training is identified in the Federal Supplement

### **REQUIRED EXPERIENCE:**

Certification requirement is identified in the Federal Supplement

### **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the Federal Supplement

### **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the Federal Supplement

### **ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the Federal Supplement

Agency-Specific Requirements	
DFFM	No additional requirements

## Support Positions Reviewed by Local Unit (Federal Supplement – Technical Specialist Positions)

ESFA Emergency Support Function #4 – Administrative Support  
ESFS Emergency Support Function #4 – Structure Support  
ESFW Emergency Support Function #4 – Wildland Support

### **REQUIRED TRAINING:**

Required Training is identified in the Federal Supplement

### **REQUIRED EXPERIENCE:**

Approval as stated in the Federal Supplement

Satisfactory Performance in the position or positions identified in the Federal Supplement

The requirement for “Satisfactory Performance” is met when certification in the position or positions identified in the Federal Supplement have been obtained

### **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the Federal Supplement

### **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the Federal Supplement

### **ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the Federal Supplement

Agency-Specific Requirements	
DFFM	No additional requirements



## Support Positions Reviewed by Local Unit (Federal Supplement – Technical Specialist Positions)

AADM	Agency Administrator	ITSS	Incident Technology Support Specialist
ARCH	Archaeologist	INTS	Intelligence Support
DRIV	Driver	MCCO	Prevention Technician
EQPI	Equipment Inspector	READ	Resource Advisor
FLOP	Fork Lift Operator	REAF	Resource Advisor, Fireline
GSAN	Geospatial Analyst	SMEC	Small Engine Mechanic
IMET	Incident Meteorologist		

### **REQUIRED TRAINING:**

Required Training is identified in the Federal Supplement

### **REQUIRED EXPERIENCE:**

Satisfactory Performance in the position or positions identified in the Federal Supplement

The requirement for “Satisfactory Performance” is met when certification in the position or positions identified in the Federal Supplement have been obtained

### **PHYSICAL FITNESS LEVEL**

Required physical fitness level is identified in the Federal Wildland Fire Qualifications Supplement

### **POSITIONS THAT MAINTAIN CURRENCY**

Positions that maintain currency are identified in the Federal Wildland Fire Qualifications Supplement

### **ADDITIONAL TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS**

Training which supports development of knowledge and skills is identified in the Federal Wildland Fire Qualifications Supplement

Agency-Specific Requirements	
DFFM	INTS Required Experience – Completion and Certification of PTB for Intelligence Support (INTS)

Appendix A  
DFFM Standard Operational Guidelines 804 Request for Change Form

When the District Committee Representative receives a request for change they are expected to ensure the change request is statewide in scope and meets an identified need for the agency. If so, they will present the request to their District Committee members. The District Committee members will form a recommendation to be forwarded to the DFFM Training Officer for placement on the agenda for the next scheduled State Committee meeting.

The request for change and the District Committee input will be considered at the next State Committee Meeting. A State Committee recommendation will be forwarded to the State FMO. Once a decision has been reached, the Training Officer (or designee) will inform all District Committee Representatives and State Committee members of the final decisions and if any further action is needed.

Revisions that are accepted will be signed and posted by the State Forester as an amendment or will trigger an annual update of the SOG 804.

**Form Instructions:**

1. **Agency/Person Requesting Change:** Indicate the Agency and Person requesting the change
2. **District Requesting Change:** Indicate the DFFM District the agency is in
3. **District Committee Representative:** Identify the DFFM District Committee Representative
4. **District Committee Member:** The Cooperator Committee Member present for the discussion
5. **District Committee Member:** The Cooperator Committee Member present for the discussion
6. **District Recommendation:** A concise version of the Committee Recommendation
7. **Date Submitted:** The Date the request is being submitted to the DFFM Training Officer
8. **Description of the Proposal:** Briefly describe the proposed change in sufficient detail.
9. **Description of the Issue:** Describe the issue your proposal is intended to solve. Provide background information on the issue
10. **Desired Outcome:** Provide a description of the final product. Offer suggested language for a policy change, if applicable
11. **Estimated Cost/Workload Required:** Provide an estimated amount the proposal will cost to accomplish. Estimate the number of people and time it will take to complete the work. Offer alternatives for delivering the desired outcome. Understand that this is a simple estimate of workload.

## DFFM SOG 804 Request for Change

1, Agency/Person Requesting Change:
2, District Requesting Change:
3. District Committee Representative:
4. District Committee Member:
5. District Committee Member:
6. District Recommendation:
7. Date Submitted:
8. Description of Proposal: (Be concise)
9. Description of the Issue: (Concise overview and background and reasons change is requested)
10. Desired Outcome: (Describe potential and product, proposed language, estimated due date, etc.)
11. Estimated Cost/Workload Required:

State Committee Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Additional Information Needed
Date:	
Rationale:	



## DFFM Recertification Evaluation

Evaluator: The individual has lost currency for the stated position. The trainee's Certifying Official is asking the evaluator to assess the individual's skills and abilities to assist them in determining if the trainee should be considered for recertification. The trainee will also need to submit a Personnel Performance Rating for this assignment (ICS-225)

Trainee Name:	Position to be recertified:
Incident:	Incident Number:
Dates of evaluation:	Incident complexity:
Evaluator Qualification:	Fuel Type:

What, if any, significant job tasks, competencies, or behaviors were you unable to evaluate on this assignment?

Provide additional comments related to the individual's ability to perform the position.

Do you recommend the individual for recertification?

If no, what recommendation do you have for improving tasks, competencies, and/or behaviors (e.g. more experience is needed in logistic support)?

\_\_\_\_\_  
Evaluator (name, home unit, and phone contact)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

<b>CREW PERFORMANCE RATING</b> (instructions on back)				
1. Crew Name and Designator		2. Incident Name and Number		3. Location of Incident
4. Crew Home Unit and Address		5. Dates Assigned to Incident		6. Number of Operational Periods (Shifts) _____ No. of Shifts Constructing Hotline _____
<b>7. Evaluation Criteria</b>				
Crew Type: (check one) IHC/T1 _____ T2IA _____ T2 _____ Engine _____ Helitack _____ Other _____ Agency Crew _____ Contract Crew _____ Contract Number _____		Superior	Satisfactory	Needs Improvement
<b>Rating Factors</b> (not all criteria apply to all crews)				
<b>LEADERSHIP (CREW OVERHEAD) PERFORMANCE</b>				
Communications (Inter- and Intra-crew)				
Coordination, Supervision, and Finance/Administration				
Risk Management and Decision Making				
Training and Mentoring				
Crew Conduct (Fireline / Camp or Off Fireline)		/	/	/
Work and Tasks Completed as Assigned (Quantity and Quality of Work)				
<b>TACTICS</b>				
Safety Practices				
Line Construction / Hotline Construction or Direct Attack		/	/	/
Lookouts and Scouting				
Fire Weather and Fire Behavior Observations				
Chainsaw Operations and Felling Trees Operations				
Spot Fire Attack				
Mop Up				
Spot Grid Organization				
Portable Pump and Hose Lay Setup and Operations				
<b>SPECIALIZED OPERATIONS</b>				
Initial Attack Organization				
Firing and Holding Organization				
Wildland Urban Interface (WUI) Operations				
Map, Compass, and GPS Navigation				
Incident Within an Incident				
<b>AVIATION OPERATIONS</b>				
Safe Operations Around Aviation Assets				
Helispot Specifications and Construction				
Directing Aviation Assets and Drops by Radio				
Longline and Sling Load Operations				
Coordination with Aerial Supervision and Air Resources				
<b>MISCELLANEOUS</b>				
Physical Condition				
Other (specify)				
All Hazard Incident (specify incident type and assignment in Remarks section)				
<b>Remarks (use separate sheet if necessary and attach)</b>				
8. Crew Supervisor ( <i>printed name</i> )		Crew Supervisor ( <i>signature</i> )		<input type="checkbox"/> This rating has been discussed with me.
9. Rated by ( <i>printed name</i> )		Rated by ( <i>signature</i> )		Date
Position on Incident		Home Unit Identifier and Phone Number		

## CREW PERFORMANCE RATING FORM KEY AND INSTRUCTIONS

Rating crew performance is an important task for all fireline supervisors. When completed correctly and thoroughly, the ICS-224 form will provide useful information for determining crew effectiveness and efficiency and document incident performance. The form allows the fireline supervisor to rate crews in four primary areas: Leadership (Crew Overhead) Performance, Tactics, Specialized Operations, and Aviation Operations. Other factors can be rated in the Miscellaneous category. Below is a key for filling out the form along with the primary rating factors. Together, they define satisfactory performance by a crew. Ratings of other than satisfactory, either higher or lower, must be explained in the Remarks section. The completed rating will be given to the Planning Section before the rater leaves the incident.

### LEADERSHIP (CREW OVERHEAD) PERFORMANCE:

**Communications (Inter- and Intra-crew)** – Uses radio properly; communicates leaders intent; information transfer is timely.

**Coordination, Supervision, and Finance/Administration** – Takes charge; motivates crew; coordinates with other crews, DIVS, STLD, and TFLD; is prompt (on time); crew is equipped and ready to work (per contract, mob guide, IIBM); adheres to operational and business management protocols; provides copy of contract/ROSS order; fills out daily CTRs properly; leads crew to completion of assigned tasks.

**Risk Management and Decision Making** – Identifies hazards and communicates to subordinates; identifies safety zones and routes and communicates to crew; decisions are timely; instructions to crew are understood; understands ICS system; positive interactions with others.

**Training and Mentoring** – Uses CRWB(T) and squad bosses; sets up for success.

**Crew Conduct (Fireline / Camp or Off Fireline)** – Crew camaraderie and cohesion; interaction with other crews or resources; deals appropriately with conduct issues. Rate both fireline, and camp or off fireline.

**Work and Tasks Completed as Assigned (Quantity and Quality of Work)** – Crew completes work assignments within given timeframes and to the expected standards.

### TACTICS:

**Safety Practices** – Uses LCES; uses PPE properly for all operations; uses proper spacing on line; uses hand tools safely.

**Line Construction / Hotline Construction or Direct Attack** – Uses proper type of berm and cup trench; production rate meets standard for fuel and crew type; tools and equipment are maintained; hotline and direct attack methods proper for fire behavior and fuel type. Rate both line construction, and hotline construction or direct attack.

**Lookouts and Scouting** – Lookouts are properly spaced and posted; hazards are identified; crew watches for spot fires and reports them.

**Fire Weather and Fire Behavior Observations** – Personnel are kept informed; updates are passed along to crew and squads.

**Chainsaw Operations and Felling Trees Operations** – Personnel qualified; conducts safe cutting/felling operations; maintains equipment.

**Spot Fire Attack** – Crew structure is adapted to spot fire attack needs; suppresses spot fires quickly and effectively.

**Mop Up** – Most threatening areas are prioritized; searches for hotspots; uses water properly.

**Spot Grid Organization** – Sets up grid properly for area and fuel type; conducts thorough searches for hotspots.

**Portable Pump and Hose Lay Setup and Operations** – Sets up and operates pump properly; checks fuel system; maintains pump; acquires and sets up appropriate hose and hardware; pumps and spacing are adequate for length and terrain; uses water properly.

### SPECIALIZED OPERATIONS:

**Initial Attack Organization** – Follows LCES; sizeup and briefing are adequate.

**Firing and Holding Organization** – Firing methods and device are appropriate for fuel type; holding crew understands assignment.

**Wildland Urban Interface Operations** – Accomplishes assigned WUI tasks safely and effectively; crew is aware of WUI hazards and procedures.

**Map, Compass, and GPS Navigation** – Crew is able to navigate using tools provided; relays GPS coordinates accurately and timely.

**Incident Within an Incident** – Medical and injury response; hazardous materials; shelter deployment; burn victim.

### AVIATION OPERATIONS:

**Safe Operations Around Aviation Assets** – Organizational preparedness; takes direction from the Air Attack, Helitack, or Pilot.

**Helispot Specifications and Construction** – Approach and departure paths are adequate; landing pads are adequate.

**Directing Aviation Assets and Drops by Radio** – Uses panel markers properly; verbal descriptions identify needs.

**Longline and Sling Load Operations** – Cargo loads are properly weighed, marked, manifested, and directed following procedures.

**Coordination with Aerial Supervision and Air Resources** – Uses appropriate air/ground frequencies; properly clears fireline for drops.

### MISCELLANEOUS:

**Physical Condition** – Overall crew fitness allows for completion of assigned tasks; if fitness is an issue, explain in Remarks.

**Other (specify)** – Complexity of assignment; steep terrain; high winds; equipment issues; business management issues.

**All Hazard Incident** – If All Hazard Incident, specify incident type and assignment in Remarks.

### REMARKS:

Focus on tasks and jobs the crew spent the majority of their time on and/or any issues related to job performance, timeliness, and contract requirements. Cite specific examples that support the performance rating. The rater should take into account the capabilities of the entire crew (not just those of the crew leadership), and the complexity of the assignment (fuel type, terrain, environmental factors, etc.). Any rating of "Needs Improvement" requires explanation and recommendations for correction in Remarks. Issues related to business management must be explained.

### RATINGS:

**Superior** – Performance level is significantly in excess of expectations and is an example for others. Rating must be explained in Remarks.

**Satisfactory** – Meets all standards, quality of work, timeliness, and production, or administrative issues did not affect overall Performance.

**Needs Improvement** – Crew did not fully meet standards in one or more of the above measures. Outline recommended corrective actions needed. Rating must be explained in Remarks.



<b>INCIDENT PERSONNEL PERFORMANCE RATING</b>		INSTRUCTIONS: The immediate job supervisor will prepare this form for each subordinate. It will be delivered to the planning section before the rater leaves the fire. Rating will be reviewed with employee who will sign at the bottom.																	
<b>THIS RATING TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE</b>																			
1. Name								2. Fire Name and Number											
3. Home Unit ( <i>address</i> )								4. Location of Fire ( <i>address</i> )											
5. Fire Position				6. Date of Assignment From: To:				7. Acres Burned				8. Fuel Type(s)							
9. Evaluation																			
Enter X under appropriate rating number and under proper heading for each category listed. Definition for each rating number follows:																			
0 - Deficient. Does not meet minimum requirements of the individual statement. DEFICIENCIES MUST BE IDENTIFIED IN REMARKS.																			
1 - Needs to improve. Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS.																			
2 - Satisfactory. Employee meets all requirements of the individual element.																			
3 - Superior. Employee consistently exceeds the performance requirements.																			
Rating Factors				Hot Line				Mop-Up				Camp				Other (Specify)			
				0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3
Knowledge of the job																			
Ability to obtain performance																			
Attitude																			
Decisions under stress																			
Initiative																			
Consideration for personnel welfare																			
Obtain necessary equipment and supplies																			
Physical ability for the job																			
Safety																			
Other ( <i>specify</i> )																			
10. Remarks																			
11. Employee ( <i>signature</i> ) This rating has been discussed with me																12. Date			
13. Rate By ( <i>signature</i> )				14. Home Unit ( <i>address</i> )				15. Position of Fire				16. Date							

